

# NA External Referrals

## EXTERNAL REFERRALS



This document is meant to provide terms and conditions for our external Refer to EPAM program. A referral reward payment will be made to non-EPAM employees for successful referrals, which means the candidate was hired by EPAM.

**By submitting a referral to EPAM, you are committing that you have the referred individual's consent to share their information with EPAM.**

### ELIGIBILITY GUIDELINES

The referrer is **ineligible** for a reward payment if:

- The referred individual has been communicating with EPAM for a career opportunity, or has been rejected by our Talent Acquisition team within ninety (90) days before the date of the referral. The validity of this condition will be checked against the records under our company's Applicant Tracking System (ATS).
- The referred individual has been submitted to EPAM by an approved staffing agency within the last six (6) months.
- The referred individual has worked for EPAM within the last six (6) months.
- The referred individual has been previously referred within the last twelve (12) months.
- The referred individual is hired into temporary role, or to an internship, co-op, or one of EPAM's entry-level programs in North America:
  - Emerging Engineer's Lab (US);
  - XPORT (Mexico).
- The referring individual does not have first-hand personal and/or professional knowledge of the individual being referred and is unable to provide their personal contact information and/or resume.
- The referred individual works for an EPAM client or partner where there is a current No-Hire Agreement.
- The individual is recommending him/herself to EPAM.
- The referred individual is ineligible for hire based on current labor law.
- The referring individual is an EPAM employee.
- The referring individual is an immediate family member of an EPAM employee who is a:
  - Member of the Talent Acquisition, Staffing, or Human Resources organizational category;
  - Member of the Senior Management job function category;
  - Hiring decision maker or potential Manager of the referred individual.

### TERMS AND CONDITIONS

- All individuals who are eligible to receive a referral reward payment through EPAM's external referral program are required to complete the applicable tax forms:
  - US: Form W-9 Request for Taxpayer Identification Number and Certification
- All referral reward payment amounts advertised are subject to applicable local, state and federal taxes.
- There are various payment methods for your referral reward; additional information may be required if you prefer to be paid electronically.
- You will be notified by our Refer to EPAM team if your referral is hired.
- Referral reward payments will be processed within thirty (30) days of your referral's start date.
- To be eligible for a reward, your referral must be hired within twelve (12) months from the date EPAM received your referral.
- Submitting a referral does not create any type of employment relationship between EPAM and you.

*NOTE: EPAM Talent Acquisition Leadership has the right to determine eligibility and payments of all referrals in question.*